

SUBPART B – ANNUAL LEAVE

ME415.18(e)

ME415.18 Compensatory Time Off

(a) Employees who are approved for irregular or occasional overtime work may be granted compensatory time off in lieu of overtime pay if requested in writing on the Request to Work Overtime and Earn Compensatory Time Form (see Subpart H, Exhibit 1). Requests for compensatory time are to be submitted prior to the scheduling of overtime work. The number of days and hours involved must be shown on the request. Employees on the maxiflex work schedule are expected to “flex” their schedules to accommodate overtime work as much as possible.

(b) Compensatory time must be used before annual leave is used, provided the taking of compensatory time will not result in the employee losing any annual leave at the end of the leave year.

(c) If a written request is submitted in advance by an employee, the supervisor is authorized to approve compensatory time up to 8 hours per request for occasional attendance at evening or non-workday meetings on official business of NRCS, or to attend meetings of cooperating agencies or units of government when an NRCS representative is requested to make an official report or presentation. The original copy of the approved request is to be attached to the employee's T&A when submitted to the State Office and will be placed in the employee's Time and Attendance Input Record file. Employees should maintain a copy of the approved request in their office. State office employees should provide the approved request to the timekeeper.

(d) All requests to earn more than 8 hours of compensatory time are to be requested in advance on the compensatory time form through the supervisor for review, but forwarded to the state conservationist for approval. If approved, the original copy of the request will be placed in the employee's Time and Attendance Input Record File maintained at the State Office. A copy of the request will be returned to the employee. Requests must be routed through the employee's supervisor for concurrence prior to forwarding to the State Conservationist for consideration.

(e) Compensatory time is to be made a matter of record and must be recorded on Form FNM-320, the Time and Attendance Input Record for field office employees and recorded in TCAS for state office employees. Compensatory hours earned are to be recorded in the clock hours section of the T&A for field office employees.

ME415-7(1)